PowerSchool

Attendance Method and Conversion Decision Tree

Choose One

Do teachers take attendance, but changes are made by the office? — **Yes**

Is attendance taken more than once per day? — **Yes** →

Is attendance recorded and changed only by office staff? — **Yes**

Do teachers take attendance, but changes are made by the office? — **No** → Do you report attendance by minute or fraction of the day?

Is attendance taken more than once per day? — **Yes** ↓ Does more than one period count towards Average Daily Attendance?

Is attendance recorded and changed only by office staff? — **No** → Do you report attendance by minute or fraction of the day?

Does more than one period count towards Average Daily Attendance? — **No** → Do you report attendance by minute or fraction of the day?

Do you report attendance by minute or fraction of the day? (left) — **Yes** → **Choose One**

Do you report attendance by minute or fraction of the day? (left) — No, student is either absent or present for the whole day

Does more than one period count towards Average Daily Attendance? — No, student is either absent or present for the whole day

Do you report attendance by minute or fraction of the day? (right) — **Yes** → **Choose One**

Does more than one period count towards Average Daily Attendance? — **Yes** ↓

Choose One →
- Attendance credit is based on time and minutes student attends → **Meeting & Daily Attendance Method Time to Day Conversion**
- Attendance credit is based on the Attendance Code used → **Meeting & Daily Attendance Method Code to Day Conversion**

Meeting Attendance Method Period to Day Conversion

- or if periods meet for different lengths of time –

Meeting Attendance Method Time to Day Conversion

Choose One →
- Attendance credit is based on time and minutes student attends → **Daily Attendance Method Time to Day Conversion**
- Attendance credit is based on the Attendance Code used → **Daily Attendance Method Code to Day Conversion**